



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 30, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Kansas Gas Service

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Aug 26, 2021 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session
8. Pending County Projects County Counselor

9:20 AM

Break

9:30 AM

Press Conference

9. Presentation of the Riley County Police Department Firearms Range & Training Facility plaque - John Ford and Dennis Butler (5 minutes)
10. Presentation of retirement plaque to Gary Rosewicz - John Ford (3-5 minutes)
11. Fall Master Gardener class - Gregg Eyestone (2-3 minutes)

9:50 AM**Dana Nayduch**

12. White Canyon proposed benefit district

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



PUBLIC WORKS
Permit

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant
MEETING: August 30, 2021
SUBJECT: Highway Use Permit, Kansas Gas Service
PRESENTER: Gary Rosewicz, Assistant County Engineer

BACKGROUND

Kansas Gas Service is requesting permission to work in the right of way to install 6 inch plastic gas main along Wildcat Creek Rd.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Kansas Gas Service permission to complete the work as outlined in the Permit.

Enclosures:

- 08.12.21_Kansas Gas Services_Wildcat Creek Rd (PDF)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Kansas Gas Service
Applicant Name

Installation of Natural Gas main
Type of Construction

5960 Executive Ct.
Applicant Mailing Address

Manhattan
City

KS
State

66503
Zip

Applicant hereby requests permission to install 6" Plastic gas main
along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: _____

Submitter's signature

8/12/2021

Date

Shawn P Engstrom Manager of Operations
Printed Name & Title

785-307-1175
Submitter's Telephone Number

Northern Pipeline
Contractor Name

Shawn.Engstrom@onegas.com
Submitter's Email Address

785-213-2320 (Jesse Chamley)
Contractor Telephone Number

8/18/2021
Proposed Date of Construction

45 days
Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson _____

Page 1 of 2

OFFICE USE ONLY:

Application Fee: 100.00\$1,000 Deposit ☒ Bond ☒ Letter ☒Receipt No. 12621 Date: 8-12-21Signature: S.S.

Attachment: 08.12.21_Kansas Gas Services_Wildcat Creek Rd (11084 : Highway Use Permit)

Kansas Gas Service
Request for Riley County Permit
(Wildcat Creek Rd. Manhattan, KS 66503)

Appropriate performance bond, application and Fees are in process of submittal.

Plans:

Please see Planned drawing for location map.

Size: 6" Polyethylene Natural gas pipe.

Primary method of installation: Boring

ROW: We did hire SMH to stake the edge of ROW to ensure we are not out of it and we have white flagged the proposed running path.

Notification: Understood that we will notify county two days prior to work.

Permit on Job: Understood that we will have Permit onsite.

Traffic Control: There will be no lane closures for the entirety of this project. All personnel will be in high visibility vests while working on this project.

General: All excavations will be protected by fencing if unattended. No sidewalk or lane closures will occur on this project. No disturbance of ditches or drainage. No tracked equipment will be operated on the street. There should be minimal vegetation disturbance as the primary method of installation is boring. No trees/shrubs should be affected for the length of this project. There will be no vehicles parked in the roadway.

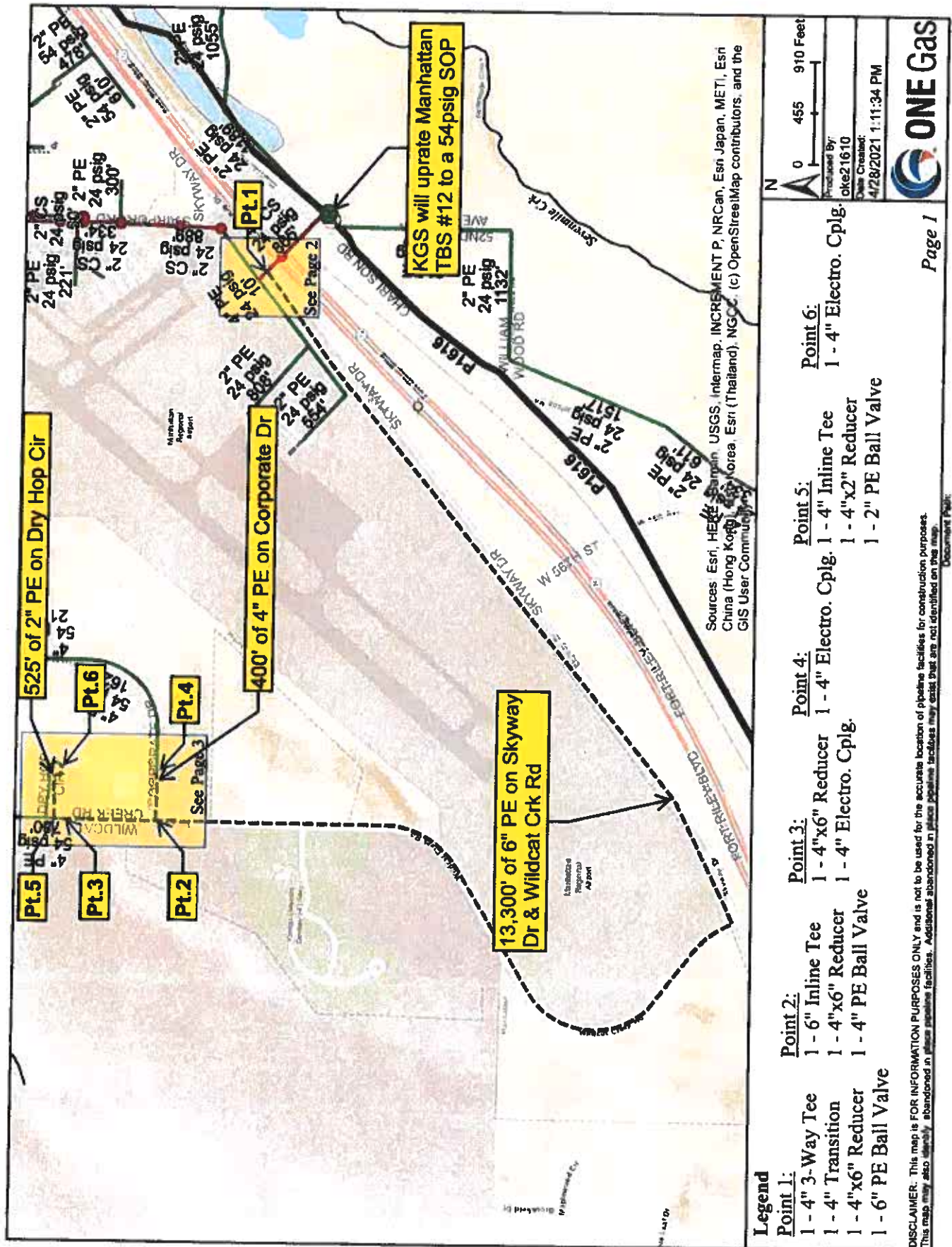
Conclusion: KGS understands and will adhere to the Requirements and Procedures set forth for the Riley County highway use permit.

Thank You,

Shawn Engstrom

785-307-1175

Attachment: 08.12.21_Kansas Gas Services_Wildcat Creek Rd (11084 : Highway Use Permit)





**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 02, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Tami Robison, Budget and Finance Officer

1. Present final proposed budget & notice of budget hearing/intent to exceed RNR

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Greg McHenry, Appraiser

3. Staff update

9:55 AM

Break

10:00 AM

Amanda Smeller, Planning/Special Projects Director

4. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:35 AM

Gary Rosewicz, Assistant County Engineer

6. Bid opening for Riley County Transfer Station Truck Scales

Attachment: 09-02-21 tentative agenda (10491 : Tentative Agenda)

10:45 AM**Gary Rosewicz, Assistant County Engineer**

7. Bid opening for West 32nd Avenue bridge replacement

Adjournment**Announcement**

Riley County Offices will be closed Monday, September 6th due to the observance of the Labor Day holiday.

The Board of County Commissioners will not be in session on Monday, September 6th.

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 09-02-21 tentative agenda (10491 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 09, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Break

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

5. Staff update

10:30 AM

Budget and Planning Committee - Tami Robison, Budget and Finance Officer

6. Monthly Cash Flow Reports

Adjournment

Attachment: 09-09-21 tentative agenda (10491 : Tentative Agenda)

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 09-09-21 tentative agenda (10491 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: August 30, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 08.30.2021 (DOC)

PENDING COUNTY PROJECTS ▪ Beginning August 20, 2021 and through August 26, 26, 2021

Submitted by Clancy Holeman, Riley County Counselor

Changes from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time, or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. *Discussion with contract administrator for vendor scheduled for August 27, 2021.*

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. *Legal research 8-24-2021.*

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. *Staff discussion scheduled for 8-27-21.*

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue.

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting.

“Dark Store”: *Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21).*

Public Information Officer Contract: *Draw temporary, part-time contract with current PIO and provide to staff for signature by current PIO and placement on 8-26-21 agenda (8-24-21). Contract approved by BOCC 8-26-21 public meeting.*

DEPARTMENTAL LIST

Riley County Register of Deeds: Provide legal advice. *Conversation with ROD (8-2021).*

Riley County Museum: Provide legal advice.

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement.

Riley County Public Works: Provide legal advice on project.

Riley County Planning & Development: Provide legal advice on 2 projects.

Riley County Emergency Management: Provide legal advice on 1 project.

Riley County Health Department: Provide legal advice on projects.

Riley County Information Technology/GIS: *Request for estimate (submitted to this office 8-20-21).*

Riley County Ambulance Service: *Will provide legal advice (8-20-21).*

Riley County Fire District No. 1: *Work with Budget and Finance Officer on District budget approval (8-23-21).*

Riley County Clerk: *Advise on .02 countywide retailers' sales tax election project (8-24-21).*

OUTSIDE AGENCIES/ENTITIES/VENDORS/INDEPENDENT CONTRACTORS

INDIGENT DEFENSE PANEL CONTRACTS